

# TICKLER FILE

## THE DAY OF DEPARTURE

### RECOMMENDED TASKS

Individual Who Agrees To  
Complete This Task

Check When  
Completed

1. Get up early and be ready for the movers.
2. Make sure cash, jewelry, important documents and other valuable items are secure; many people lock valuables in their car trunk.
3. Useful items to have on hand:
  - ◆ Marker to make notations on boxes
  - ◆ Coffee
  - ◆ Cold drinks
  - ◆ Snack for family and movers
4. Verify that the mover's inventory is detailed, complete and accurate. Don't accept any miscellaneous labels or entries, especially for valuable items.
5. Make sure condition of belongings are accurately noted. If anything is marked "scratched," "dented," or "soiled," also note location of these items.
6. Keep the Household Goods Office phone number on hand. If any problems or questions arise, call—don't argue with the carrier or its representative.
7. Confirm arrival time with the moving company.
8. Make final inspection to be sure nothing is forgotten. Look through closets, attic, basement and garage.
9. Turn off lights; close and lock windows and doors.
10. Leave keys with real estate agent or landlord.
11. Leave home only after the moving truck is on its way.
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

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